

As we begin to reconstitute our District, COL Wagenaar's guidance on returning his employees to duty follows. Supervisors are to continue maintaining contact with their employees. All efforts need to be made to balance work needs with personal situations. However, we must begin the reconstitution of our District. We have several big missions ahead of us. Senior leadership is expected back at the District early next week. Supervisors are to continue phasing in employees on the district's daily roster.

Guidance for Returning Employees to Full Duty

A) Employees whose homes are habitable (can live in) should be returning to them.

B) Employee's home is habitable (can live in):

- And employee not called to duty - employee will be put on administrative leave
 - All efforts will be made to return all employees to work ASAP
- And as of 3 October 2005, employee called to duty and reports to work but then needs time off - employee will need to request leave (annual, sick, LWOP) from his/her supervisor, request administrative leave from COL Wagenaar, or be marked AWOL.
- And employee is called to work but does not want to return to work – employee will need to request leave (annual, sick, LWOP) from his/her supervisor, request administrative leave from COL Wagenaar, or be marked AWOL.

C) Employee's home is uninhabitable (cannot live in):

- And employee is not called to duty – eligibility for evacuation allowances continue (only up to 180 days)
- And employee is called to duty :
 - At a satellite location, employee is placed on TDY and eligible for travel entitlements under TDY assignment (dependents still eligible for evacuation allowances)
 - At a satellite location and employee separates from family, he/she is on TDY entitlements and dependents are still eligible for allowances
 - At district headquarters, employee may request to live in DARM – requires COL Wagenaar approval
 - At their regular duty station and employee does not want to report – employee must request leave (annual, sick, LWOP) from his/her supervisor, request administrative leave from COL Wagenaar, or be marked AWOL

D) When Commander lifts the evacuation order

- Evacuation allowances are terminated for all
- If employee is on TDY the TDY entitlements continue